

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

CONSTRUCTION MANAGEMENT SERVICES

School District: _____

Project: _____

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I. ANNOUNCEMENT

Date: _____

- A. The _____ Board of Education will receive Proposals from qualified Construction Managers for *both Preconstruction Phase services and Construction Phase services*.
- B. Interested and qualified Construction Managers (CM) can receive a copy of the official Request for Proposals (RFP) by submitting a one-page letter of interest to: (Owner to Complete this Section)
- C. The intended Project is:
(Owner to Complete this Section)
- D. An authorized representative of the School Board will receive CM Proposals until _____, 19_____. **Proposals received after this date will not be accepted.**
- E. Proposals shall clearly indicate a Proposal for Construction Management Services.
- F. Proposing Construction Managers will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:
1. **CM Experience**
 2. **Payment and Performance Bonds**
 3. **Errors and Omissions Insurance**
 4. **Ability to Provide Experienced Office and Field Staff**
- (Owner to Add Other Specific Project Qualifications Required)

Questions concerning Request for Proposals or the Project should be addressed to: (Owner to Complete this Section)

II INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

1. The proposer is expected to comply with all specifications, terms, conditions, and instructions contained in this Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a straight forward concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the proposal, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by proposer in preparing or presenting proposals.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

B. Fee:

Fee and schedule for this project shall be negotiated at the completion of the selection process utilizing the attached CM Fee Guideline.

C. Form of Agreement:

The Form of Agreement between the Construction Manager and the Owner shall be the current edition of the American Institute of Architects (AIA) Document B801/CMA 1992 with KDE Amendments.

D. Conditions:

1. The CM shall include in the proposal costs for all utilities required for the CM's on-site office and/or operations. The temporary project utilities will not be used by the Construction Manager for CM operations.
2. The selected CM must furnish a Payment and Performance Bond, from a bonding institution listed in the current edition of the Federal Register, in an amount equal to 100% of the proposal price as surety for the faithful performance of this contract. Bonds must be kept in force for the duration of the contract; and, executed by a resident agent of the Commonwealth of Kentucky; and, be in compliance with Kentucky Revised Statutes.

3. Existence of insurance required hereunder shall be established by the furnishing of a Certificate of Insurance issued by insurers duly licensed within the Commonwealth of Kentucky. Insurance shall be in force on the date of execution of the Contract and continued for a period equal to the duration of the project.
4. Insurance shall include coverage as stated in the attached KDE Amendment to Standard Form of Agreement Between Owner and Construction Manager AIA B801/CMA 1992.
5. CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgement in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.
6. All contracts for construction will be between the Owner and the successful bidding Contractors.
7. CM shall maintain Professional Liability Insurance as stated in the attached KDE Amendment to Standard Form of Agreement Between Owner and Construction Manager AIA B801/CMA-1992.

E. Submission of Proposal:

Proposals shall be addressed to:

(Owner to Complete this Section)

F. Number of Copies:

The Proposer shall furnish six (6) copies of the proposal.

G. Late Proposal, Modification, or Withdrawal:

1. Proposals received after the designated date will not be accepted.
2. Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

H. Compliance with State Laws:

Any contracts resulting from this solicitation shall be governed under the laws of the Commonwealth of Kentucky.

III PROJECT DESCRIPTION

(Owner to Complete this Section)

IV TENTATIVE PROJECT SCHEDULE

(Owner to Complete this Section)

V GOALS FOR CONSTRUCTION MANAGER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Project within the defined time schedule, approved budget and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the Project.

VI CM DEFINITIONS

- A. Construction Management is a method used in the renovation and/or construction of school facilities which emphasizes a team approach with the Owner and Architect, promotes increased owner input, provides better opportunity for cost savings, improves quality control during construction, and provides full-time on-site supervision and administration as an Owner's representative.
- B. A Construction Manager is defined as a qualified and experienced contracting organization which routinely provides the services of Construction Management; and, which possesses a General Trades workforce, staff and equipment, financial base, insurance coverage, bonding capability, and the experience necessary to provide the services required and meet the qualifications listed below.

VII CM QUALIFICATIONS

- A. Knowledgeable of current applicable statutes and codes related to educational building projects in Kentucky.
- B. Knowledgeable of current Kentucky Department of Education construction management contract requirements.
- C. Ability to provide Performance and Payment Bonds for 100% of the construction management contract amount from a bonding company listed in the current Federal Register.
- D. Ability to list successful completion of construction management services within the last three (3) years for work of a comparable nature; and, a total accumulative dollar value of these project which is not less than the projected construction cost of this project.

Firms who have not previously performed construction management services with KDE are limited to projects with a construction scope of \$2.5 Million or less; and, must show evidence of knowledge and ability to perform construction management services.

- E. Ability to provide experienced office and field staff. Both the Project Manager and the Superintendent must exhibit a minimum of four (4) years experience on similar size projects.
- F. Ability, through demonstration of past projects or written plan, to generate multiple bids for each required Bid Package.
- G. Ability to provide expertise in the services of Conceptual Estimating and Budget Control, Constructability Reviews, Contractability Reviews, and Value Engineering including Life Cycle Costing Analysis.
- H. Ability to prepare and submit for approval, to the Kentucky Department of Education, all required documents in proper form and in a timely manner.
- I. Willingness to sign a non-collusion disclosure affidavit as presented by the Kentucky Department of Education.

VIII PRECONSTRUCTION PHASE SERVICES REQUIRED

- A. Identify project scope and construction budget from BG-1. Assist in preparation of BG-1 and BG-3.
- B. Participate and assist in Program/Planning meetings.
- C. Prepare and maintain Critical Path Method (CPM) or bar chart schedules which include each phase of preconstruction and construction; and, which show milestone dates for each phase of the project. Coordinate schedule generation with Owner and Architect/Engineer.
- D. Provide dependable conceptual estimates from Schematic Design drawings and detailed estimates from Design Development drawings and from 80% completed Construction Documents.
- E. Provide Constructability and Contractability reviews at each phase of design.
- F. Conduct a Value Engineering review, including Life Cycle Cost, evaluations for alternate materials and systems prior to the beginning of the Construction Documents phase.
- G. Assist the Architect/Engineer in obtaining approvals of design from the

Division of Facilities Management.

- H. Prepare and submit cash flow analysis to Owner prior to Bond sale.
- I. Review design documents for clarity and completeness and make appropriate recommendations.
- J. Write the General Conditions, Supplementary/Special Conditions, the Bid Documents, and Division 1 of the Specifications for inclusion in joint or separate Project Manuals.
- K. Provide the proper Construction Management language for Contract Documents, and Bid Packages in accordance with KDE procedures.
- L. Separate construction work into appropriate Bid Packages, done in such a manner that all work categories can be bid using a single compiled set of Construction Documents.
- M. Prepare Bid documents and forms and distribute to potential bidders.
- N. Review qualifications of potential bidders, generate interest, advertise, and solicit competitive bids for the Owner.
- O. Conduct public Bid Openings. Assist in reviewing and evaluating bids and in making recommendations to the Owner.
- P. Provide KDE with the bid tabulations, proposal forms, bid securities, proposed contracts, executed letters of authorization, not less than ten (10) working days prior to scheduled Bond Sale.
- Q. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Owner, Architect/Engineer, contractors, and KDE.
- R. Conduct Pre-Bid Conference and assist in Pre-Construction Meetings.

Kentucky Department of Education Construction Manager Scope of Services Checklist				
PRE CONSTRUCTION SERVICES	Provided by Construction Manager	Provided by Other Contractor	Provided by Owner	Provided by Architect/Engineer
Educational Specifications			●	
Financial Plan			●	
Program/Planning Meetings				●
Design Documents				●
Construction Documents				●
General/Special Conditions	●			
Division 1 Specifications	●			
Scheduling	●			
Estimating	●			
Value Engineering	●			
Constructability Reviews	●			
Contractability Reviews	●			
Prebid Conference	●			
Pre Construction Meeting	●			
ADDITIONAL:				
<ul style="list-style-type: none"> ● Primary Responsibility Assists in Task 				

IX CONSTRUCTION PHASE SERVICES REQUIRED

- A. Mobilization of job site - Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities.
- B. Maintain full time on-site construction supervision to provide daily inspections, quality control, monitoring, coordination of the various trades, provide record drawings, and provide a daily work log. Also, assign any Owner purchased materials.
- C. Conduct monthly job progress meetings following a CM generated agenda with the Architect and all trades, and follow-up with distribution of minutes to all parties.
- D. Conduct a minimum of bimonthly on-site meeting to review safety and to insure schedule conformance as related to delivery schedules. Provide plan of maintaining original completion date with CPM scheduling updates to all parties.
- E. Provide general safety signage and posting for project and see that each Contractor prepares and submits an adequate safety program and monitoring throughout project.
- F. Provide Owner with a monthly review of cash flow to allow investment of funds available.
- G. Review Change Order proposals to verify validity, purpose, and cost. Review with the Architect and Owner and process Change Order requests as required.
- H. Review shop drawings for conformance to construction documents and, if presentable, forward to Architect for approval.
- I. Monitor certificate of insurance for expiration from all contractors and confirm Owner's builder's Risk policy.
- J. Compile payment requests, verify correctness and forward to Architect for approval. CM to sign cover sheet stating that application has been reviewed and is recommended for payment.
- K. Provide Architect and Owner with a monthly analysis of all bid packages indicating amount of contract completed and remaining, monies paid, retained, and owed.
- L. Assist Architect in preparation of BG-4, conducting final inspections, approvals and Certificates of Occupancy.

- M. Assemble close-out documents required and forward to Architect for approval (i.e., As-Built documents, maintenance manuals, Surety Releases, keys, warranties, guarantees, record drawings, and lien waivers.
- N. Coordinate any training specified for Owner's personnel in learning to operate equipment and systems.
- O. Provide assistance to Owner throughout warranty periods.
- P. Perform services and duties in compliance with contract between Owner and Construction Manager.

Kentucky Department of Education Construction Manager Scope of Services Checklist				
GENERAL REQUIREMENTS	Provided by Construction Manager	Provided by Other Contractor	Provided by Owner	Provided by Architect/Engineer
CM Field Office and Utilities	●			
Temporary Toilets		●		
Temporary Heat		●		
Temporary Electric Power		●		
Temporary Water		●		
Temporary Barricades & Rails		●		
Temporary Fencing		●		
Periodical Cleanup		●		
Rubbish Removal		●		
Water Removal		●		
Building Trade Permits		●		
Testing		●		
Weather Protection		●		
Coordination with Utility Companies		●		
Jobsite Signs	●			
Watchman - Security		●		
Building Permit			●	
Certificate of Occupancy	●			
Builder's Risk Insurance			●	
Progress Photographs	●			
ADDITIONAL:				
● Primary Responsibility Assists in Task				

Kentucky Department of Education Construction Manager Scope of Services Checklist	Provided by Construction Manager	Provided by Other Contractor	Provided by Owner	Provided by Architect/Engineer
CONSTRUCTION SERVICES ON SITE				
CM Superintendent Services	●			
Trade Superintendent Services		●		
Trades Coordination	●			
Scheduling	●			
Field Engineering		●		
Time Keeping	●			
Shop Drwg. Reference File	●			
Record Drawings	●			
Safety Program		●		
Independent Surveyor			●	
ADDITIONAL:				
● Primary Responsibility Assists in Task				

Kentucky Department of Education Construction Manager Scope of Services Checklist CONSTRUCTION SERVICES OFF SITE	Provided by Construction Manager	Provided by Other Contractor	Provided by Owner	Provided by Architect/Engineer
Principal in Charge	●			
Project Management	●			
Labor Relations Coordination	●			
Scheduling	●			
Direct Purchase Orders	●			
Accounting	●			
Expediting	●			
Change Order Review		●		
Shop Drwg. Submittal		●		
Shop Drwg. Review		●		●
ADDITIONAL:				
● Primary Responsibility Assists in Task				

X PROPOSER'S RESPONSE

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the Certification and signature at the end of this section.

NOTE: If more than one firm is involved, a complete response from each firm is required.

A. Firm Identification: Please provide the following information about your firm:

*Name
Address
City/State/Zip
Phone Number
Fax Number
Designated Contact
Number of years firm has been in business
Location of any branch offices*

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by skill group (i.e., cost control, scheduling, superintendents, etc.)
3. If outside consultants are utilized to perform any of your CM services, list firms and the services they will provide on your behalf.

C. Construction Management Experience:

Provide the following information on completed projects of a comparable nature over the past three (3) years. (Maximum of ten projects).

*Name of Project
Location by city and state
Brief description of the project
Construction cost and year project was completed
Name of owner's representative with address and telephone number
Names and addresses of architects, consultants, and general contractors for project*

D. Ability to Complete Projects Within Budget and on Time:

Choose not more than five projects listed above, that are most similar to this project and provide the following additional information:

Owner's Final Construction Budget
CM's Final Construction Estimate
Total of Contracts Awarded
CM scheduled months for construction activities
Actual months for construction activities
Other demonstrated ability to procure quality contractors, maximum productivity and workmanship within budget and schedule guidelines

E. Project Organization:

1. Please provide the following information regarding your proposed project organization for this project:
 - a. Organization chart, identifying all project staff members by project titles, and showing how each interacts with other staff members assigned to this project. Specifically include project executive, and project manager.
 - b. Explain how you plan to provide back-up staffing to insure continuity if key staff members leave the project.

F. Project Services:

1. Describe your in-house capabilities in the following areas:

Value engineering/Life cycle cost analysis
Energy conservation and energy budgeting
Building Systems
Performance Specifications
Cost Estimating

2. Discuss your plans for fulfilling the requirements for construction management services during the pre-construction phases of this project.
3. Discuss your plans for fulfilling the requirements for construction management services during the bid and construction phases of this project.

4. Describe your proposed method of scheduling and phasing for this project.
5. Describe the estimating and cost control methods you propose to utilize on this project.
6. In this type of project, what would your recommendation be for field supervision during construction (i.e., number of persons, qualifications and percent of time on the job, etc.)?
7. Discuss your methods of value engineering and life cycle costing for architectural and mechanical/electrical work on this project.
8. Discuss the criteria utilized in preparing bid packages for a project like this one. How will the packages fit the construction phasing?
9. Describe how you intend to work as the Owner's representative with the project architects and other design team members.
10. Describe your team's method of coordinating the efforts of the various trade contractors. How will you maximize the use of local area contractors/suppliers?
11. Cite three examples of how, as construction managers, you have initiated corrective action when deviations from standards of quality, time or budget occurred.

G. Summary Statement:

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best suited for this project.

H. Certification of Information Provided:

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

FirmName: _____

Signed: _____

Position: _____

Date: _____

APPENDIX

Typical On-Site Expenses:

Supervision
Payroll Taxes
Fringe Benefits
Out-of-Town Expense (Superintendent)
Mobilization-Demobilization
Automobile or Truck (Superintendent)
Automobile or Truck Expense (Depreciation, Gas, Oil Tires, Maintenance)
Office Trailer
Office Furniture
Office Suppliers
Telephone
Fax Machine

Optional Services for Projects in Excess of \$5,000,000:

Secretary full-time or part-time
Assistant Superintendent (critical phase of the project or full-time)
Larger office trailers for full-time on-site A/E staff
Multi-line telephone system

Monthly On-Site Service Fee:

\$1.M to 2.5	\$6,000 per month
\$3.M to 5.0	\$6,500 per month
\$6.M to 7.5	*\$7,500 - \$8,500 per month
\$8.M to 10.0	*\$8,500 - \$10,000 per month

*Amount would vary depending on optional services provided

<u>Cost of Construction</u>	<u>Base Fee (No Monthly) (%)</u>
\$1,000,000 and under \$1,500,000	5.75
\$1,500,000 and under \$2,000,000	5.50
\$2,000,000 and under \$2,500,000	5.20
\$2,500,000 and under \$3,000,000	4.90
\$3,000,000 and under \$3,500,000	4.50
\$3,500,000 and under \$4,000,000	4.00
\$4,000,000 and under \$4,500,000	3.90
\$4,500,000 and under \$5,000,000	3.75
\$5,000,000 and under \$5,500,000	3.60
\$5,500,000 and under \$6,000,000	3.40
\$6,000,000 and under \$6,500,000	3.30
\$6,500,000 and under \$7,000,000	3.00
\$7,000,000 and under \$7,500,000	2.75
\$7,500,000 and under \$8,000,000	2.65
\$8,000,000 and under \$8,500,000	2.40
\$8,500,000 and under \$9,000,000	2.20
\$9,000,000 and under \$9,500,000	2.10
\$9,500,000 and under \$10,000,000	1.90
Over \$10,000,000	Consult with the Kentucky Department of Education, Division of Facilities Management

The undersigned agent, being duly sworn, states that neither he nor his firm has any relationship (financial or through kinship) to:

☐ Any school board member or the superintendent (Architect/Construction Manager);

☐ Any or all prime contractors or material suppliers when using the construction management method of construction (Construction Manager).

He further states that he has not entered into any agreement or collusion with any person relative to the price bid by anyone nor has he attempted to induce anyone to refrain from bidding.

Explain below any kinship or financial relationship you may have to any parties as mentioned above on this project.

Architect

Construction Manager

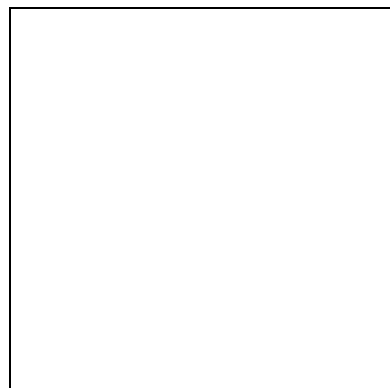
Subscribed and Sworn to Me this

_____ day of

_____, 19_____.

My Commission expires:

_____, 19_____.



NOTARY SEAL